

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE POULTRY PROGRAMS

SAFETY REVIEW CHECKLIST

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NAME OF EMPLOYEE:

LOCATION:

GENERAL OFFICE SAFETY		NO	N/A	MACHINE GUARDING	YES	NO	N/A
Is the USDA Safety and Health Poster displayed visibly?				24. Are all machines and equipment guarded to protect operators from hazards?			
Are emergency telephone numbers posted (i.e. security, police, and fire)?				25. Are all belts and pulleys less than 7 feet from the floor guarded?			
3. Is the work area clean, orderly, and uncluttered?				HAZARD COMMUNICATION			
Are aisles and passageways kept free from obstructions?				26. Is there an up-to-date inventory list maintained for all hazardous materials?			
5. Are file cabinets and storage closets arranged so that draws and doors do not open into walkways?				27. Do employees know the locations of inventory list(s), MSDS's and other related reference materials?			
6. Are there any sharp edges, points, burrs, etc. on furniture?				28. Are employees familiar with physical and health hazards of chemicals in work area?			
7. Are phone lines, computer cables, electric cords, etc., secured under desks or alongside baseboards?				29. Have employees received training on the requirements of OSHA 29 CFR Part 1910.1200 "Hazard Communication"?			
Do electrical cords run into walkways or aisles?				30. Are all primary chemical storage containers properly and clearly labeled			
Are carpets well secured to the floor and free from worn or frayed seams?				with chemical name and hazard warnings? WALKWAYS AND STAIRWAYS			
10. Is the USDA smoking policy adhered to?				31. Are wet surfaces constructed of or			
11. Does the space meet the Uniform Federal Accessibility Standards (accessibility by persons with disabilities)?				covered with non-slip materials? 32. Are there safe clearances for walking in aisles where motorized or mechanical			
12. Is there adequate lighting to perform the required task?				handling equipment is operating? 33. Are standard stair rails or handrails on all			
13. Are materials stored safely with no materials on top of storage cabinets?				stairways having four or more risers?			
EXITS		,	SANITATION				
14. Are there sufficient exits to permit prompt employee evacuations?				34. Is drinking water available?			
			3	35. Are hand washing facilities clean and			
15. Are exits clear of obstructions?				sanitary?			
16. Are exits clearly marked with an exit sign?				36. Are restrooms clean and in good repair?			
17. Are doors, passageways or stairways,				PERSONAL PROTECTIVE EQUIPMENT (PPE)			
that are not exits appropriately marked "NOT AN EXIT"?				37. Have workplace hazard assessments been conducted to determine if PPE is required?			
18. Are exit doors unlocked when employees are in the building?				38. Are employees trained in the proper use, handling and storage of PPE?			
EMERGENCY/FIRE PROTECTION				39. Is PPE used/worn during work assignments?			
19. Is the Emergency Action Plan in writing?				ELECTRICAL EQUIPMENT			
20. Has each employee reviewed the action plan?				40. Is all electrical equipment in good working condition?			
21. Have fire extinguishers been properly inspected?				41. Are all electrical appliances and equipment properly grounded or double insulated?			
22. Is proper clearance maintained below sprinkler heads (18 inches)?				42. Are electrical receptacles overloaded?			
23. Are building evacuation drills conducted at least annually?				43. Are extension cords being used as a substitute for fixed wiring?			

LOCKOUT/TAGOUT		NO	N/A	GENERAL	YES	NO	N/A
44. Are employees trained in				50. Are safety belts worn when driving GOV's			
lockout/tagout procedures?				at all times and POV's when used for			
NOISE EXPOSURE		official duty?		official duty?			
45. Are there areas in the workplace where				51. While on official travel, does employee			
continuous noise levels exceed 85				stay in lodging facilities authorized under			
dBA?				the Hotel/Motel Fire Safety Act? 52. Are employees familiar with procedures			
46. Are noise levels being measured using a sound level meter?				for reporting unsafe/unhealthful working			
				conditions?			
47. Are employees who have a potential				RECORD KEEPING			
exposure of 85 dBA included in a					l		l
hearing conservation program? 48. If hearing protectors are used, are				53. Are employees training records kept and accessible for review by employees?			
employees properly fitted and				account and employees			
instructed in their use?				Are all occupational injuries or illnesses (except only minor injuries requiring only first aid) being recorded on the Log of Occupational Injuries and Illnesses			
49. Is noise hazard awareness training provided to employees?							
provided to employees?							
				(AMS-500)?			
				Is the Log of Occupational Injuries and			
				Illnesses (AMS-500) posted at the end of each fiscal year?			
				56. Are all reports of unsafe or unhealthful			
				working conditions being recorded on the			
				AMS-502 (Log of Unsafe or Healthful			
		<u> </u>	DDEC:	Working Conditions)?			
DEFEDENCE NUMBER		CORRECTIVE ACTION TAKEN			DATE OF		
REFERENCE NUMBER		CORRECTIVE ACTION TAKEN			CORRECTION		
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				1			
REVIEWING OFFICIAL:				DATE			